

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

1066

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RECORDS RETENTION AND DISPOSAL SCHEDULE

State Administrative Board of Election Laws (including Local Boards)

AGENCY		DIVISION
Item No.	SUPERSEDES SCHEDULE 648 Description	Retention
1.	STATE ADMINISTRATIVE BOARD OF ELECTION LAWS MINUTES These files contain Board meeting agendas and minutes pertaining to the official acts and policy decisions of SABEL.	Retain permanently
2.	GENERAL ADMINISTRATIVE CORRESPONDENCE FILE This file series contains correspondence with State officials, state and federal agencies, candidates, representatives of political, community and civic groups, and individuals as well as executive plans and publications pertaining to the business of SABEL. The series also includes personnel records of SABEL staff and the staff of 19 counties and Baltimore City over which SABEL has jurisdiction.	All policy documents and documents pertaining to the development and organization of the agency should be offered to the Hall of Records for permanent retention. Retain all general correspondence for 3 years. Retain audit reports permanently. Retain personnel records for 5 years.
3.	STATE ADMINISTRATIVE BOARD OF ELECTION LAWS LITIGATION This file series contains correspondence pertaining to all litigation brought against or by SABEL as well as Opinions of the Attorney General and legal advice rendered SABEL regarding its operation and procedures.	Retain permanently.
4.	SABEL REGULATIONS AND DIRECTIVES This file series contains all regulations and directives promulgated by SABEL in carrying out its mandated duties. This includes documents referencing programs resulting from both Federal and State legislation.	Retain permanently.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission10/29/86 A. P. C. Evans Deputy Asst. Dir.
Date Signature Title11/10/86 Edward J. Gurnea
Date State Archivist

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No.	Description
5.	<p>SABEL VOTER REGISTRATION STATISTICS</p> <p>This file series contains documents relating to SABEL Voter Registration Statistics.</p>
6.	<p>SABEL LEGISLATION</p> <p>This file series contains all correspondence and memos relating to proposed legislation promulgated by or affecting SABEL.</p>
7.	<p>SABEL DATA PROCESSING FILES</p> <p>This file series contains all correspondence and memos relating to the development of elections software and appropriation of data processing hardware.</p>
8.	<p>SABEL CAMPAIGN FINANCING AND CANDIDACY RECORDS</p> <p>This file series contains all documents filed by candidates in accordance with the Fair Campaign Financing Act, as well as both local and State Certificates of Candidacy.</p>
9.	<p>BALLOT MATERIALS FILES</p> <p>These files contain all machine and absentee ballots generated by SABEL, sample ballots filed with SABEL by the local boards, Ballot Questions and Constitutional Amendment Publications, Printers Listings, Candidates Lists and related materials.</p>
10.	<p>ELECTION CANVASS SHEETS</p> <p>These files contain all the official election returns sent to SABEL by the local boards, as well as final determinations of General Elections by the State Board of Canvassers.</p>
11.	<p>CORRESPONDENCE FILES - - LOCAL BOARDS</p> <p>This file series contains copies of all correspondence and documents sent to SABEL's 24 local boards.</p>
12.	<p>LOCAL BOARDS' MINUTES</p> <p>This file series contains the minutes of all 24 local elections boards pertaining to their official acts and policy decisions.</p>

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No.	Description
13.	<p>ACCOUNTING RECORDS</p> <p>A. Special Accounting Records Books of Final Entry - - General Ledgers Audit Reports</p> <p>B. General Accounting Records Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p> <p>C. Purchasing Records Requisition for Supplies (Also Agency Interoffice Requisitions) Purchase Order Out-of Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Actual Emergency and Repairs Report Notice of Award of Contract Report of Partial Delivery Credit Memorandum</p> <p>D. Budget and Fiscal Planning Records Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action</p> <p>E. Payroll Accounting Records Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File</p>

Retain permanently.

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

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RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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14.	<table><tr><td data-bbox="156 308 1057 1032"><p>Miscellaneous Accounting Records</p><ul style="list-style-type: none">Paid Bonds and CouponsPaid Bills and InvoicesReceipt Copies and StubsBank Books, Statements and Deposit ReceiptsCancelled Checks, Check Copies and Check StubsReconciliations and Trial Balance SheetsBudget Papers and Work SheetsRequisitions and Purchase OrdersDelivery Orders and ReceiptsReceiving ReportsDaily and Monthly Time SheetsGas Withdrawal Tickets and Mileage ReportsStock Record CardMemorandum Receipt and Property Condemnation ReportDelivery Order and ReceiptPeriodic Financial Reports to Local and State AgenciesWithholding Tax Forms and Statements (Local, State and Federal)Renewable Licences</td><td data-bbox="1073 308 1561 446"><p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p></td></tr></table>	<p>Miscellaneous Accounting Records</p> <ul style="list-style-type: none">Paid Bonds and CouponsPaid Bills and InvoicesReceipt Copies and StubsBank Books, Statements and Deposit ReceiptsCancelled Checks, Check Copies and Check StubsReconciliations and Trial Balance SheetsBudget Papers and Work SheetsRequisitions and Purchase OrdersDelivery Orders and ReceiptsReceiving ReportsDaily and Monthly Time SheetsGas Withdrawal Tickets and Mileage ReportsStock Record CardMemorandum Receipt and Property Condemnation ReportDelivery Order and ReceiptPeriodic Financial Reports to Local and State AgenciesWithholding Tax Forms and Statements (Local, State and Federal)Renewable Licences	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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